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CLIENT & BILLING INFORMATION

Order Date: _____ Required Date: _____ Ordered By: _____ Attorney [] Carrier []
Regular [] Rush [] SUPER RUSH [] (\$50 Extra per Location) Send Invoice To: _____ Attorney [] Carrier []
Attorney's Name: _____ Carrier Name: _____
Firm Name: _____ Adjustor Name: _____
Address: _____ Address: _____
Phone: () _____ Fax: () _____ Phone: () _____ Fax: () _____
File #: _____ Contact Person: _____ Claim File #: _____ Date of Loss: _____
Email Address: _____ Email Address: _____

SUBPOENA INFORMATION

Case Caption: _____ Applicant Attorney/Pro-Per: _____
vs. _____ Address: _____
WCAB Case Number: _____
[] SUBPOENA: [] Records Only [] Trial [] Deposition
[] Appear with Records Hostile? Y/N _____ Sub-serve? Y/N _____
[] AUTHORIZATION - Expiration Date _____ Appearance Address: _____
Judge: _____ Date: _____ Time: _____

COPY RECORDS PERTAINING TO:

Name: _____
AKA: _____
Date of Birth: _____
Social Security Number: _____

SEND COPIES TO:

Carrier: _____ Paper _____ CD _____ Download
Defense Attorney: _____ Paper _____ CD _____ Download
Applicant Attorney: _____ Paper _____ CD _____ Download
[] Other: [] Benchmark: _____ Paper _____ CD _____ Download
Other Address: _____

SERVE/COPY RECORDS AT:

Record Codes (See Below)

1. Location: _____ Address: _____	Phone Number: () _____	Limit Dates? [] Yes [] No
2. Location: _____ Address: _____	Phone Number: () _____	Limit Dates? [] Yes [] No
3. Location: _____ Address: _____	Phone Number: () _____	Limit Dates? [] Yes [] No
4. Location: _____ Address: _____	Phone Number: () _____	Limit Dates? [] Yes [] No

[] Additional Locations/Instructions Attached Limit Records to Certain Dates. From: ___/___/___ To: ___/___/___

RECORD CODES

MEDICAL RECORDS M - Medical Records B - Medical Billing R - Film Reports P - Psychiatric Records S - Sign-in Sheets	FILMS X - X-rays Q - MRI's Z - CT Scans	EMPLOYMENT E - Employment Records Y - Payroll Records	OTHER A - Academic Records I - Insurance Records C - Court File W - WCAB File D - EDEX Report O - Other _____
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SEND MORE: Forms [] Envelopes []